

3D Nation Elevation Requirements and Benefits Study

State Champion Roles and Expectations

This national assessment of requirements and benefits for 3D elevation data will build on information gathered by the U.S. Geological Survey for the 2012 *National Enhanced Elevation Assessment* (NEEA). We are revisiting NEEA but including the nearshore and offshore regions of the United States, as well as inland bathymetry needs. As a State Champion, you are the lead Point of Contact for this study for your State.

The State Champion's role is to ensure that your State's business needs for, and benefits from, 3D elevation data are obtained, documented, and validated. Our goal is to obtain consolidated State requirements and benefit information using the following processes:

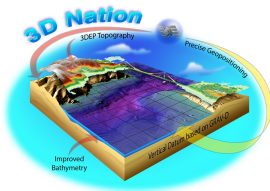
1. **Online questionnaire:** This will be completed by managers and technical personnel in your State who use 3D elevation data. You (along with your team of USGS and NOAA liaisons, as appropriate) will select these individuals. Dewberry will aggregate the questionnaire responses, and provide this information to each State in advance of the interviews/workshops described in the next step.
2. **Interview/workshop:** Dewberry will conduct an interview or workshop with State management representatives to validate the State data requirements. This will involve ensuring that your State's requirements and benefits information is complete, non-duplicative, and consistent from your perspective. You will identify the management representatives for these interviews/workshop.
3. **Validation:** State Champions will be asked to validate their State's consolidated response.

State Champions are asked to submit the following to Dewberry by March 29, 2018:

- ☐ Names, telephone numbers, and email addresses of study participants (managers, program specialists, technical staff, etc.) to be invited to participate in the online questionnaire process. Be sure that the contacts adequately represent the regional and local components of your State, as well as the range of your State's business uses. They do not need to be technical experts in elevation data acquisition or processing, but should have an understanding of how accurate elevation data can contribute to their state's economic, environmental, and social well-being. Please start with 8-10 participants until the OMB provides the final guidance on the number of participants.
- ☐ Suggested names and contact information for professional organizations that represent the following industries: natural resources conservation; forestry; precision agriculture; coastal/port/maritime industries (commercial, fishing, tourism, transportation); oil and gas; renewable energy; surface mining; land navigation and safety; telecommunications; recreation; real estate/insurance. It is expected that the natural resources conservation association will be a not-for-profit.

State Champions will be asked to submit the following to Dewberry prior to the workshops:

- ☐ Names, telephone numbers, and email addresses of selected program managers or designated information providers who will represent your State during the interviews and/or workshop.
- ☐ Three possible dates for each of the interviews and/or workshops (July 2018 through September 2018) so that advanced scheduling can be planned with Dewberry's interview teams. It is expected that most interviews can be accommodated via Webex. This is needed given the constraints of the project budget for travel. If this is not possible, other locations can be considered.



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State Champions are also asked to take proactive steps to mitigate risks:

<i>Risks that Jeopardize Study Success</i>	<i>Mitigation Strategy</i>
Selected questionnaire respondents are not well positioned to represent State requirements	State Champions comprehensively identify significant users (and backups) with mission-critical needs. State Champions with their USGS and NOAA Liaisons should set up a communication plan to capture, coordinate, and facilitate input at the state, regional and local level.
Respondents are not well positioned to complete questionnaire and participate in interviews/workshops	State Champions coordinate with key managers and technical specialists across state agencies (and supporting local, county, academic) to ensure selection of correct participants. Dewberry and State Champions review list prior to release of online questionnaire.
Key managers don't attend interview/workshop; fail to read raw summary report and Interview Guide beforehand; arrive without prepared answers per Interview Guide	State Champions emphasize full participation and conscientious involvement of all participants in order to benefit from nationwide initiative. State Champions vet list of planned participants with Dewberry 10 days in advance of workshop.
Questionnaire and/or interview participants unwilling or unable to provide credible information	Questionnaire will be reviewed during a workshop to be held mid- to late February. Follow-up by State Champions may help to ensure that participants are prepared.
Participants do not complete questionnaire during 3-week open period	After questionnaire has been available to a study participant for one week, Dewberry will provide State Champions with lists of designated participants who fail to respond, and again at the two week mark. State Champions send reminders and follow-up with participants; may bring in alternate participants at this time.
Misunderstanding of meanings of terms used in the questionnaire, interview, or workshop	Encourage respondents to read FAQs and Example Benefits prior to questionnaire, interviews, and/or workshops.
Unable to reach consensus on requirements, costs, benefits; cannot validate input	The State Champion's job is to facilitate consensus and confirm/validate their State's results.

Characteristics that make a good Study Participant

Familiarity with:

- Technical terminologies associated with 3D elevation data.
- Core mission of the state agencies/programs they represent that use elevation data, either directly or indirectly.

Good understanding of:

- Mission critical requirements and criteria for using elevation data in the development and delivery of their products and services.
- How elevation-based products and services are used by internal and external end users or customers.
- Operational benefits, including cost benefits, of 3D elevation data.
- Customer service benefits of 3D elevation data.
- Other public safety, environmental, or societal benefits of 3D elevation data.